

**Subject:** Farmers Markets Permits

**From:** Manuel Perez <manuel.perez@lacity.org>

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Hello everyone,

This e-mail is to remind you that the Farmer's Market fees and documents are due by June 30th. This will allow us to issue permits for fiscal year of July 1st 2017 to June 30th 2018. Some of you may have already paid the dues, thank you. In addition to the dues we also need the following documents every year:

**Petition:** You must get a petition in support of your event signed by a majority of the residences and/or businesses in the proposed closure area (At least 51%). Petitions must be on the forms supplied on the web site. A copy of the petition form is attached. **These documents must be new documents! Not copies of last year's documents with the dates changed.**

**Liability Insurance:** You must obtain liability insurance in the amount of \$1,000,000.00. Your insurance broker or agent must submit proof of insurance to the City Risk Management Section through their online application at <http://track4la.lacity.org>. Only insurance approved through the Track4LA system will be accepted. Phone: [213-978-7475](tel:213-978-7475)

**Hold Harmless Agreement:** The sponsor must complete and sign the Hold Harmless Agreement. The Hold Harmless form is on the web site and a copy is attached. **This Document must have the fiscal year written on the document. (07/01/2017-06/30/2018)**

The fees for the Farmer's Market Yearly permit break down as follows:

BSSIED: (permit + Sales): \$528.00

LAFD: \$624.00

LADBS (Building and Safety) : \$275.00

TOTAL: 1,427.00

Additionally, a One time Cost for DOT Permanent Sign Posting. These cost are to be determined on a case by case basis. If you have already paid these fees, please reply by stating the amount and date you paid. If you have not, )This may be due to DOT still working on getting the actual cost for permanent sign posting) also please state so.

I look forward to working with you and issuing your permit for this coming fiscal year.

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Manuel Perez, Lieutenant  
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